

# The Local Offer

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Name of Setting: St. Georges Nursery School

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Name of person to contact: Katie Beckerton- Nursery Manager. Emily Shenton- Nursery SENCO

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## *My child has SEND. I would like to look around. What do I need to do?*

We welcome children and families to look around and visit our setting, meet the staff and see activities and facilities that we offer. We are open Monday to Friday 7:30am until 6pm, we close for public bank holidays and one week at Christmas. We are contactable by telephone or email from 7:30-6:00pm Monday-Friday. If you would like to call us prior to your visit you can call: 0116 2685170 or alternatively you can email us on narborough@stgeorgesnursery.com You can find us on Facebook St Georges Nursery school and Twitter @stgeorgesnursery. We also have a website which you can visit: [www.stgeorgesnursery.com](http://www.stgeorgesnursery.com) You may also like to look at our Brochure which contains lots of information about the services we provide, a copy of which can be downloaded from our website or alternatively you may request a copy by telephone.

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## *How will my child and I be made to feel welcome and how will you get ready for my child coming?*

How will my child and I be made to feel welcome and how will you get ready for my child coming? At St Georges we welcome all children and families to our setting, When parents/carers have decided that we are the setting for their child, we will ask you to fill out a registration form and read our terms and conditions, an induction pack is issued for parents to fill in all about their child with regard to their care, routines, likes, dislikes, interests, consents, toileting etc. we also ask for any information regarding allergies or medication. This is then shared with the nursery team who will work with your child's age group at our settling in sessions that can be arranged prior to the child starting. It's a fantastic way for parents to get to know who will be caring for their child and to discuss their child's needs and interests in depth and helps us to be able to care for your child and help to settle them in. Each child will have a key person and we ask parents to provide a folder for their learning Journal. We ask that parents participate as much as they can with these providing us with photographs of special people in their child's life. Communication is very important to us and you may look at your child's learning Journey at any time. The Nursery will provide you with regular updates about your child's development as well as speaking to you daily about how your child has got on. Prior to you child starting at the nursery you will be offered a series of settling in sessions. These are designed to help your child settle in to nursery life. Some parents may also like to have a home visit. If you decide to have a home visit we will ensure that it is your child's key person who attends along with a member of the management team. We value parents input and understand that starting nursery can be a very unsettling time for both parents and children. We aim to make the transition from home to nursery or from setting to setting as smooth as possible. Your child's happiness and wellbeing is paramount to us. Every child has their own peg with their photo on so that they know where to place their coat and bag. This also helps children to have a sense of identity and that this is their environment and somewhere they belong. If English is a second language we will ensure we have words from the child's home language displayed.

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## *How accessible are your premises?*

Our setting is a purpose built nursery which is over two floors.. Our main door is located at the front of the building where steps or a ramp is available for wheelchairs and pushchairs. It is also covered with a rain shelter leading up to the building. Inside we have wide corridors to pass through. Our building has two floors and the outside area is easily accessible through the corridors with wide fire exit doors. The ground floor is fully accessible with access to a disability friendly toilet. We also have disabled parking

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## *How will you keep my child safe?*

We fully understand and recognise that we have a responsibility to have arrangements in place to safeguard and promote the welfare of all children in our care. Your child's safety and wellbeing is our main priority. We provide a safe and child friendly environment in which all we do is centred around the child so we have a clear understanding of the needs and views of the child. The nursery operates a robust safeguarding policy and all staff receives on-going training and support to ensure their knowledge is up to date to keep children safe. Access to the building is through a buzzer and intercom system. No unauthorized persons are allowed entry without the manager. Staff understand the importance of being aware of who is authorized to collect children and therefore allowed into the building. We have a password system in place for those who are down as authorized to collect as well as CCTV in all rooms and bathrooms. We follow the legal requirements of staff to children ratio and keep good continuity of staff that the children are familiar with i.e. the key person system. Additional support from a staffing point of view would be offered if a child in our care has SEND. Correct equipment, toys and resources are age appropriate for the children to access and vigorous risk assessments are completed and reviewed regularly along with weekly fire tests and monthly drills. We keep written records of children's progress, accidents, nappy changes, sleeps and meals to ensure we can reflect if needed. Our outside area is secure with locks on gates and managers do regular walk round checks to ensure equipment and security is to a high standard. This includes health and safety

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checks of temperatures, kitchen records, cleaning and equipment. Your child's safety and welfare is paramount to us and we want you to feel reassured at all times that your child is in safe hands. The setting has a named safeguarding person as well as a named person for behaviour advice. The setting has support from the Area SENCO. We operate a safe recruitment policy and all staff complete an enhanced Disclosure check (DBS). DBS registration details are kept of all staff and these are reviewed regularly. All of our staff are then expected to sign up to the yearly subscription service which enables us to keep a regular check on all employees. All staff also complete a yearly declaration form and a medical questionnaire so that their on-going suitability can be checked and monitored. All staff also undergo regular supervision meetings where staff training and development is reviewed. Accidents and incidents can occur whilst your child is at nursery. If your child does have an accident or incident a form will be completed along with a risk assessment. We may also contact you by telephone as per our policy on accident and incidents. If your child needs any specialist medication or specialist care we will ensure that staff have received appropriate training before your child starts with us. If your child has Educational needs [statement](#) or health care plan then we will ensure that we work in partnership with you and any other professionals who care for your child. We will ensure compliance with the Special Educational Disability code of Practice 0-25 years. The nursery operates a no camera, mobile phone policy throughout the setting at all times. We have regular health and safety checks throughout the nursery, and toys and equipment are checked on a daily basis to ensure they are not broken and are safe for the children to use. The nursery has a comprehensive manual of policies and procedures that staff follow to ensure your child is kept safe and well at all times. These are reviewed yearly or sooner if required. They are also available to view at any time. Parents are asked to contribute to policy changes.

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## *How will you communicate with me what my child has done, enjoyed and learnt?*

We aim to make strong links with the child's family and home from the very start to ensure we have secure relationships for information sharing to become natural and always a priority. This is delivered in various different ways such as: daily diaries that are shared at the end of each child's day filled with important messages and routines, It contains information such as how your child has been, what they have eaten, toileting, and what activities your child has taken part in. There may also be messages such as we may ask for more nappies/wipes etc. Also verbal communication, photographs are often shared and anything that the child has created to take home too. We reassure our parents that they can call, drop by or email whenever they want to for updates on their child's day. Parent's evenings are offered twice a year to share information with the key person and to review your child's progress in a relaxed atmosphere. Parents can add to your child's learning journey whenever they like and this is made clear on the child starting the setting. Progress summaries and reports are completed by your child's key person to ensure you are kept up to date your child's progress. Display boards are updated with children enjoying new activities with images and text as well as Facebook posts, twitter posts and the weekly blog on St George's website (with consents). The staff take daily observations and often take photographs to see how children are developing. This information is fed in to your child's learning journey. We also invite parents to provide their own observations. Staff record discussions with parents about their child and these are also kept in your child's learning journey. This is accessible through an app which can be downloaded so parents can see this throughout the day. Staff take regular photographs of activities and display these for parents to see.

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## *How do you work with other professionals?*

The setting is happy to work with other professionals who are involved with your child and value such input. The setting understands that communication and collaboration are key to ensuring that children receive the best possible care, assessment and receive the right referral. If children in our care attend an additional setting we offer communication so that learning milestones and next steps can be identified and there is consistency in what is provided for each child with regards to activities and planning. We also work closely with our local improvement advisor who gives advice on how to improve our setting as this is always something we look to do constantly to give the best support to each individual child.

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## *What training have you/your staff had in SEND?*

We have a member of staff who has received training in The Code of Practice in the Early Years and The Graduated Approach Towards Identifying and Supporting Young Children with SEND. We receive support from our area SENCO. Staff plan for each child's individual needs and are competent to make adjustments accordingly to meet a child's individual needs.

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## *How will you adapt play opportunities for my child?*

We will ensure that activities are adapted accordingly to your child's needs. We want all children to feel valued and included in everything that we do at St George's. If your child requires any specialist equipment we will ensure that staff are fully trained in how to use it. Where necessary we will arrange one to one care. The setting uses pictorial prompts and visual time tables.

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## *How will you get ready for my child going to his/her new school?*

At St George's Nursery School we are working hard to develop our links with our local school. We encourage visits from the Teacher of the local school to visit the children who will be attending their school. Staff talk to children about starting school or moving on.

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and show photographs to help prepare children and we also read stories about going to school. When children move from classroom to classroom we offer transition visits at the child's pace and parents are welcome to share these visits with their child. The parent is introduced to the staff in the room and the child's new key person. Information is passed on from key worker to key worker via a room movement form.

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## *How will you and I know how my child is doing and how will you help me to support my child's learning?*

Here at St George's nursery school we support all children in their learning. We plan activities around the children's interests and we encourage them to reach their full potential. We hold parent's evenings twice a year for you to come and have an in depth discussion with your child's key worker. Each child has their own learning journey where all their progress is kept which you as parents are free to look at, at any time you wish. Staff are always available to talk to if ever you have any concerns, and staff give a good handover at the end of the child's session so you receive feedback about their day and what they have been doing. We feel it is important for parents to be involved in their child's learning and development, we encourage parents to fill out observations from home and we encourage parents to carry out certain activities at home too. Staff fill out progress summaries termly and this shows your child's progression, these are shared with parents and they are asked to contribute. Staff and parents will work together to come up with some 'next steps' for the child and these will be encouraged to do at and at nursery and at home. We use these to plan our daily activities.